



Public Affairs Office  
101<sup>st</sup> Airborne Division (Air Assault)  
Fort Campbell, Kentucky  
(270) 798-3025



REQUEST FOR PARACHUTE DEMONSTRATION TEAM (PDT) SUPPORT

**NOTE: PLEASE ALLOW SIX WEEKS PRIOR TO THE DATE OF EVENT FOR PROCESSING**

Please provide the information below in a timely, accurate and complete manner. The Fort Campbell Staff Judge Advocate's (SJA) Office carefully reviews each written request for Fort Campbell military support to make sure each request is legally sufficient to support. The information below provides our military attorneys with the information required to review your request. Hopefully, our office will be able to assist you with your special event, but please remember that Fort Campbell and 101<sup>st</sup> Airborne's mission and training requirements always take precedence over providing military support to local community relations events. **NOTE: On November 2, 2010, the Secretary of the Army issued Army Directive 2010-08 (Army Aircraft Use for Public Affairs Missions). This directive specifically states, "the Army will no longer support requests for Army aviation public affairs missions involving aerial demonstrations in the civilian domain." This policy includes the use of U.S. Army helicopters in support of Army parachute demonstration teams (with the exception of the Army's Golden Knights. This policy is effective immediately and remains in effect until modified or rescinded." Therefore, unless the event sponsor can provide suitable aircraft for the 101<sup>st</sup> Parachute Demonstration Team (PDT) to use as an aerial demonstration jump platform, the event sponsor's request for 101<sup>st</sup> PDT support will be disapproved.**

SECTION A: GENERAL INFORMATION

**(NOTE: Each question 1-11 below must be answered to properly evaluate your military support request for compliance with current military regulations).**

1. Title of Event: \_\_\_\_\_
  - a. Town or City: \_\_\_\_\_
  - b. Date of Event: MM/DD/YYYY
  - c. Time (from) \_\_\_\_\_ (to) \_\_\_\_\_
  - d. Place: (airport, convention hall, street address, etc.): \_\_\_\_\_
  - e. Event website: \_\_\_\_\_
  - f. Theme of the event: \_\_\_\_\_
  - g. Purpose of the event: \_\_\_\_\_
  - h. Will the event have any political implications, purpose, or relationship? Yes ☐ No ☐ If yes, please explain: \_\_\_\_\_
  - i. Is this event a membership drive? Yes ☐ No ☐
  - j. Expected attendance numbers: \_\_\_\_\_
2. Has the event sponsor contacted other military units or installations requesting support for the event?
  - a. Yes ☐ No ☐ If yes, please explain: \_\_\_\_\_
3. Sponsoring Organization is: (Check One): ☐ Fraternal ☐ Educational ☐ Civic ☐ Commercial Enterprise ☐ Federal Government Organization ☐ State/Local Government Organization ☐ Charitable Organization ☐ Non-Profit Organization ☐ Other (Specify) \_\_\_\_\_



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**SECTION A: GENERAL INFORMATION (Continued)**

4. Does the local government support this event?  
a. Yes ☐ No ☐ If yes, please explain: \_\_\_\_\_
5. Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color, or national origin?  
Yes ☐ No ☐ (If yes, please explain): \_\_\_\_\_
6. Sponsor's representative authorized to complete arrangements for Armed Forces participation (Your primary event point of contact):  
a. Name: \_\_\_\_\_  
b. Mailing Address: \_\_\_\_\_  
c. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
d. Email Address: \_\_\_\_\_  
e. Phone: Numbers: (Office) \_\_\_\_\_ (Cell/Home) \_\_\_\_\_
7. Is the event being used to promote funds or raise funds (cash or other) for any purpose?  
Yes ☐ No ☐ If yes, what will the funds be used for? \_\_\_\_\_
8. Is there an admission cost for the event? Yes ☐ No ☐ If yes, will the admission cost be used to only defray the costs of the event? Yes ☐ No ☐ If no, please explain \_\_\_\_\_
9. Will admission, seating and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, or national origin?  
Yes ☐ No ☐ If no, please explain. \_\_\_\_\_
10. How many miles (one way) is your event location from Fort Campbell? \_\_\_\_\_ miles.  
If the one-way distance from Fort Campbell to the event site exceeds 75 miles, the event sponsor **may be** required to fund the costs of commercial van transportation, overnight lodging, and meals for the participating honor guard Soldiers. The commercial transportation must be at least a commercial bus (if the marching band is requested) and/or commercial vans with a large storage area for the band instruments and equipment. Does the one-way distance from Fort Campbell to the event site exceed 75 miles? Yes ☐ No ☐ If yes, can the event sponsor fund these costs additional costs (if required)?  
Yes ☐ No ☐



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**SECTION A: GENERAL INFORMATION (Continued)**

**11. Funding for military costs (if required):**

- a. Does the sponsor agree to fund the standard military services allowance for meals, quarters, and incidental expenses for all Armed Forces participants?  
Yes ☐ No ☐ Please explain. \_\_\_\_\_
- b. Does the sponsor agree to fund Armed Forces participants' transportation, meals, and hotel accommodations to visit the site prior to the event (if required)?  
Yes ☐ No ☐ Please explain. \_\_\_\_\_

**SECTION B: APPLICATION PROCESS**

1. Fort Campbell cannot provide the 101st Airborne Division Command Parachute Demonstration Team (PDT) for off post events until the event has been deemed eligible for military support by the Department of the Army's Public Affairs Office (OCA). This process requires the event sponsor complete a DD Form 2535 "Request for Military Aerial Support." To complete this process, follow the steps outlined below:
2. Go to <http://www4.army.mil/outreach/assets> and download DD Form 2535.
3. Complete the form and mail it to the U.S. Army address listed on Page 4 fax it to (703) 695-6253 or (703) 614-3354. Coordination with your local FAA office is required to complete the form. To find your local FAA representative go to:  
[http://www.faa.gov/about/office\\_org/headquarters\\_offices/arc/ro\\_center/](http://www.faa.gov/about/office_org/headquarters_offices/arc/ro_center/)
4. Once the completed DD Form 2535 is received by OCA, it will be reviewed to determine if your event meets the eligibility criteria established in Army Regulation 360-1, The Army Public Affairs Program.
5. After the review is completed, the Office of the Chief of Public Affairs (OCA) will send you a letter stating your event is eligible for military support. This letter will advise you to contact local military installations to request support for your event. This eligibility will include a disclaimer that states the letter does not guarantee military support...it just deems your event eligible for military support. If OCA deems your event eligible for military support, you must fax or email a copy of the OCA eligibility letter to the Fort Campbell Community Relations Officer, Attn: Denise Shelton, at (270) 798-6247 or via email, at [denise.a.shelton.civ@mail.mil](mailto:denise.a.shelton.civ@mail.mil)



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**SECTION B: APPLICATION PROCESS (Continued)**

6. After sending you an eligibility letter, OCPA will post your event on the approved OCPA events calendar at <http://www4.army.mil/ocpa/community/resources/aerial.php>

**SECTION C: PDT/FAA REQUIREMENTS**

1. In addition to the requirements listed in Section B above, current U.S. Army and Federal Aviation Administration (FAA) regulations require the event sponsor to provide the FAA (as required) and the PDT with specific information for each aerial demonstration performed off of a military installation. It is the event sponsor's (or his designated representative) responsibility to provide the PDT with the following information within 15 days of the actual parachute jump date. If information is not submitted in a timely manner, the aerial demonstration may have to be cancelled. **Please read each paragraph below carefully. As the event sponsor or his designated representative, please review and initial next to each paragraph indicating you understand and/or agree to comply with the restrictions/requirements listed.**
2. **INITIALS** To obtain FAA approval for the aerial demonstration (parachute jump), I (event sponsor or designated representative) agree to provide the PDT with the following information or documents at least 10 days prior to the aerial demonstration date/event date.
  - a. Date, time and exact location of each aerial demonstration.
  - b. Written authorization from the landowner specifically stating the jump team and/or military helicopter is allowed to land at the event site.
  - c. Name, address and telephone number of the medical personnel (emergency medical services organization) or physician providing support at the event site (NOTE: Medical personnel must be at the event site 30 minutes prior to each aerial demonstration and remain on site until the PDT and/or military helicopter depart).
  - d. Name, address and telephone number of the fire department providing support at the event site. (NOTE: Fire department personnel must be at the event site 30 minutes prior to each aerial demonstration and remain on site until the PDT and/or military helicopter depart).



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**SECTION C: PDT/FAA REQUIREMENTS (Continued)**

- e. Name, address and phone number of personnel providing crowd control.  
(Note: Can be a law enforcement agency or the security agency or the event staff. Can also be ROTC staff, Boy/Girl Scout cadre and staff, etc).
- f. Area map with a two mile radius of the jump location.
- g. Aerial demonstration site sketch with the following information:
  - 1. Helicopter or aircraft landing site
  - 2. Alternate helicopter or aircraft landing site
  - 3. Jump site/alternate jump site
  - 4. Location of fire and medical support/location of the crowd control personnel
  - 5. Hazards (i.e., power lines, hard surfaces, trees, buildings, towers, light poles, overhead power lines, bodies of water, tents, or any other obstacle which may constitute a hazard to the parachutists, aircraft or the helicopter)

**SECTION D: PDT ADMINISTRATIVE REQUIREMENTS**

Again, please read each paragraph below carefully. As the event sponsor or his designated representative, please review and initial next to each paragraph indicating you understand and/or agree to comply with the restrictions/requirements listed.

- 1. **INITIALS** I (event sponsor or designated representative) agree to meet the following administrative requirements for each PDT aerial demonstration.
  - a. Provide a public address system with a field level microphone and cassette player for background demonstration music. The system must be capable of allowing the entire audience to hear.
  - b. Recovery vehicle (8-12 passenger van preferred) in case of a parachute release and recovery.
  - c. Itinerary of the event (show) with a timeline, which lists all sequence of events, that precede or follow the aerial demonstration.
  - d. Ground support personnel (if police or security agency is not available) to provide crowd control and ground support.



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**SECTION D: PDT ADMINISTRATIVE REQUIREMENTS (Continued)**

2. INITIALS I (event sponsor or designated representative) agree to meet the following PDT jump/alternate jump site requirements.
  - a. A minimum 100 feet x 100 feet clear and open area
  - b. The jump site/alternate jump site must be cleared of people at least 15 minutes prior to the aerial demonstration.
  - c. The jump/alternate jump site must have access to ground control vehicles.
  - d. The jump/alternate jump site must have a positive crowd control means.
3. INITIALS I (event sponsor or his/her designated representative) agree to meet the following PDT aircraft landing site/alternate landing site requirements.
  - a. A minimum 100 feet x 100 feet clear and open area
  - b. The landing/alternate landing site must be marked with an "H" by means visible to the pilot from the air such as with flour, VS-17 panels, spray paint, or other acceptable means.
  - c. The landing/alternate landing site must be cleared of people at least 15 minutes prior to the aircraft landing.
  - d. The landing/alternate landing site must have positive crowd control means.
  - e. The landing/alternate-landing site must be cleared of debris or foreign objects, which may cause damage to the aircraft, people or property-helicopter rotor wash will cause debris to fly in all directions.



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**SECTION E: CANCELLATIONS**

**INITIALS** Although cancellations are rare, I (event sponsor or designated representative) understand that even if PDT support is approved for your event, the aerial demonstration may be cancelled due to the following.

- a. The Office of the Chief of Public Affairs (OCPA) does not deem the event eligible for military support.
- b. Sponsor's failure to fund temporary duty (TDY) pay and/or transportation costs for the PDT (if required), and/or to meet all administrative and logistical requirements outlined by the PDT's Show Coordinator.
- c. Last minute PDT Fort Campbell on post missions, training requirements or deployments.
- d. Surface winds exceeding 15 miles per hour/rain, sleet, snow, haze or fog.
- f. Cloud clearance less than 2500 above ground level.
- g. Sponsor's failure to address safety concerns.

**NOTE:** This is not an inclusive list. The PDT noncommissioned officer in charge is responsible for making the final decision on whether to perform aerial demonstrations.



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**SECTION F: CERTIFICATION**

I certify the information provided herein is complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(PRINTED NAME OF THE EVENT SPONSOR)

\_\_\_\_\_  
(SIGNATURE OF EVENT SPONSOR)

\_\_\_\_\_  
(DATE SIGNED)

**PLEASE EMAIL COMPLETED FORMS TO:**

**[denise.a.shelton.civ@mail.mil](mailto:denise.a.shelton.civ@mail.mil)**

**[lindell.s.pleasant.mil@mail.mil](mailto:lindell.s.pleasant.mil@mail.mil)**

**[edward.warnock.mil@mail.mil](mailto:edward.warnock.mil@mail.mil)**

**MAILING ADDRESS**

Public Affairs Office  
Attn: Community Relations Officer  
2574 23rd Street  
Fort Campbell, Kentucky 42223

OR  
**FACSIMILE**

(270) 798-6247

**QUESTIONS**

If you have any questions, please call Denise Shelton (270) 461-1277. You can also email her at **[denise.a.shelton.civ@mail.mil](mailto:denise.a.shelton.civ@mail.mil)**

**PDT CONTACT INFORMATION**

If you have any questions concerning the PDT's support requirements, please call Staff Sergeant Shawn Carter , PDT Show Coordinator, at (270) 412-4593, (270) 412-6566, or email him at **[shawn.carter3@us.army.mil](mailto:shawn.carter3@us.army.mil)** In addition, the PDT's facsimile telephone number is (270) 798-2113.

**This packet was last updated on 11 September 2012.**